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Approved For Release 2000/06/13 : CIA-RDP78-03572A000100040008-3

19 April 1974

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report for Preparing for Overseas
Assignment 9 - 12 April 1974

1. General

The first running of the newly organized "Preparing for Overseas Assignment" course was held from 9 April until noon on 12 April 1974. This course is divided into two phases - the first phase runs for two days and is patterned after the old "Overseas Orientation" course. The second phase runs for one and one-half days and is designed for persons going overseas for the first time as [REDACTED]

Attendance at this phase has been made mandatory for persons falling into this category. Total course enrollment was 37. Attendance at Phase I numbered 25 and the grades of the students ranged from GS-04 to GS-15. Eight of the students were dependent wives. Posts of assignment were nine to the [REDACTED]

Attendance at Phase II numbered 26 and consisted of essentially the same breakdown, as far as grade and posts are concerned, as Phase I. There were six dependent wives in attendance. It should be pointed out, however, that some of the students who attended Phase I did not stay on for Phase II due to the cover of their assignments and new students joined the class for just the Phase II portion for the same reason.

2. Program Design and Content

The program design for Phase I was essentially the same as in the previous "OO" courses, i.e. lectures and films on the cover, medical, security and legal aspects of serving overseas for the Agency with a small portion designed to orient employees to cultural differences which they may encounter in serving abroad. One new lecture was introduced at this running, a presentation by [REDACTED]

[REDACTED] briefly discussed the breakdown of his Branch, with most of the 45 minutes spent in

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25X1A answering questions put forward by the students. It is felt that this was a worthwhile addition and it will be included in future runnings of the course. Course kits consisted of some cross-cultural material, drawn mostly from the material left by [REDACTED] with one new handout which was compiled from material received from the Foreign Service Institute, copy attached. Also available for the students attending

25X1C [REDACTED]

25X1A The major portion of the first day of Phase II was [REDACTED]

a panel discussion was held for the women attending both phases, with an optional film for the men. Two recent overseas returnees came from Headquarters to participate in the discussion. The last half day of this Phase consisted of lectures

25X1A [REDACTED]

3. Evaluation by Participants

Student evaluations from both phases of the course indicated that the course objectives had been met. Suggestions put forward by the students will be reviewed prior to the organization of the next course in early June.

4. Staff Evaluation

25X1A The speakers at Phase I, with the exception of [REDACTED] have been participating in this course for some time and were generally very effective and well received by the students. [REDACTED] presentation was also well

25X1A [REDACTED]

25X1A [REDACTED]

25X1A [REDACTED]

well received by the students. [REDACTED] presentation on social practices in an overseas Mission was outstanding and the most enthusiastically received by the students.

25X1A [REDACTED]

25X1A [REDACTED]

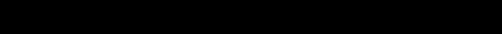
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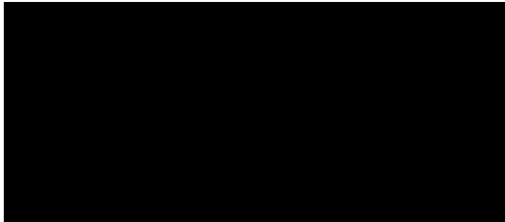
25X1A

 were both very effective and covered their topics well.

5. Conclusions and Recommendations

25X1C

It is felt that we have made a good start in fulfilling the requirements put forth by Cover & Commercial Staff in connection with the . Prior to the June running of the course I will make an attempt to secure more pertinent up-to-date films for Phase I of the course. Contact will be made with the AID Training Office to acquaint myself with their overseas orientation program and audit some of their lectures/films if possible.

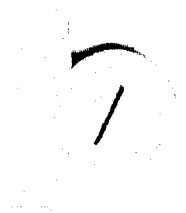
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Attachments:

- Schedule - #1
- Rosters - #2
- Evaluations - #3
- Course Handouts - #4

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PREPARING FOR OVERSEAS ASSIGNMENT

9 - 12 April 1974

Room ⁹/₁₂ Chamber of Commerce

Intelligence Institute
Office of Training

STATINTL

COURSE CHAIRMAN :

TRAINING ASSISTANT:

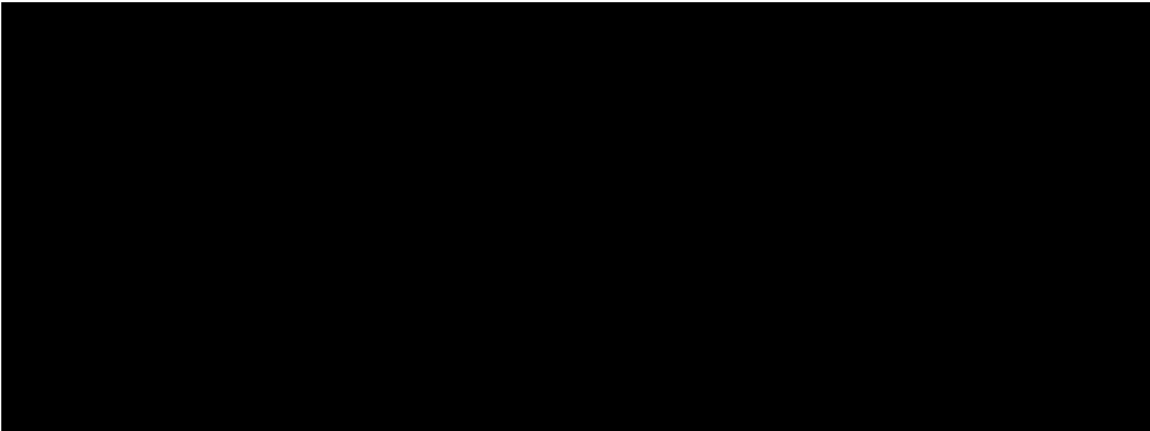
Extension 2452, Room 933 CofC

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PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I--OVERSEAS SERVICE FOR CIA

The objectives of this phase of the course are (a) to provide an understanding of problems, including cover, medical, security and legal, which CIA employees may encounter during service abroad; and (b) to orient employees going overseas to important cultural differences which they may encounter in working and living among foreigners.



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PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I - Overseas Service for CIA

Tuesday, 9 April

0900 - 0920 Introductions; Course Objectives
and Methods; Handout of Kits

0920 - 0940 Short Object Lesson; Personal
Preparation Needed for Adapta-
tion to a Foreign Culture

 FILM: "Goodwill Ambassadors"
 (excerpt)

0940 - 0950 Follow-up Discussion

1000 - 1030 FILM: "Inner Man"
 Contrasting Dominant Behavior
 Patterns in the Mediterranean
 Area, Canada, and Thailand

1030 - 1040 Follow-up Discussion

1055 - 1150 Legal Considerations for
Agency Personnel Going
Overseas

1150 - 1300 LUNCH

1300 - 1400 ~~Demonstration of our Conscious
Behavior Patterns:~~

 FILM: "How to Deal a Foreigner"
 James B. Stain, /Schmitt Field
 Linguist, /Department of State

1410 - 1440 FILM: "Damage Report"

1450 - 1615 Security Considerations at
Overseas Stations

1615 - 1630 Discussion and Review of the
First Day's Sessions

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Wednesday, 10 April

0900 - 1000 Cover - Rationale; Maintenance;
Discussion of Practical Problems

STATIN

1015 - 1115

STATINTL

1115 - 1130 Follow-up Discussion

1130 - 1300 LUNCH

1300 - 1340 Central Processing Branch

STATIN

1400 - 1500 Medical Considerations for
Agency Personnel at Overseas
Stations

1515 - 1610 FILM: "American Intelligence
Today and Tomorrow"
This is a film of Mr. William E.
Colby's address to employees of
the Agency on 6 September 1973

1610 - 1630 Review and Evaluation of Phase I

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25X1C

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22 April 1974

MEMORANDUM FOR: Chief, Intelligence and Midcareer Branch

SUBJECT : Summary of Student Evaluations of Phase II of 9-12 April 1974
"Preparing for Overseas Assignment" Course

25X1C 1. Overall student evaluation of Phase II of subject course was that it had met the course objectives and in most cases would be of value and use in forthcoming assignments. It is my feeling, however, that a true evaluation of this course cannot be realized until after the employee or spouse has arrived at his post of assignment and is then able to judge how helpful it was in preparing him [REDACTED]

2. Quoted below are excerpts from individual evaluations:

"Informative...Social practices were exceptionally good, even though one has been abroad."

"...I now have an excellent understanding of how much (or little) cover I have, as well as possible problem areas."

"Mrs. Wilson's presentation was delightful and refreshing...Can understand reason behind Dept structure briefing but believe 2 hours too long..."

"I enjoyed the women's panel discussion on the third day. As a wife this was of particular importance to me...I enjoyed and felt the last day and a half were very beneficial..."

"I think the 1½ days were an excellent broad-brush treatment which would be of great help to wives and persons who have never had a tour overseas. In my case...after 3 tours, 7 years overseas...I frankly think the material was interesting [REDACTED] matters, etc..."

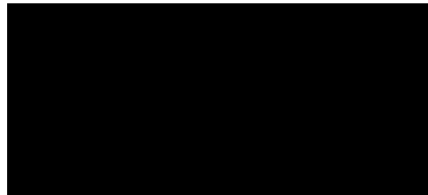
"For an individual who has never been overseas before, this is a well prepared and presented course. It covers almost every point needed. However, as one who has spent 8 years living overseas [REDACTED] I do not believe it should be mandatory." 25X1C

25X1C [REDACTED]

"Cannot imagine going to foreign post [REDACTED] without first having opportunity to attend this course. Place greater emphasis on wives attendance."

25X1C

3. Suggestions put forward by the students on the content and length of the various lectures will be studied prior to the organization of the next running of this course.



25X1A

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